

Curriculum Advisory Committee Meeting Notes

DATE: May 26, 2010 LOCATION: LTC 232			
✓	Richard Abend, ESL	✓	Beth Penney, Basic Skills
✓	Bill Easton, Library	✓	Tom Rebold, Business and Technology
✓	Paola Gilbert, Humanities		Vacant, Academic Senate
✓	Michael Gilmartin, Administration		Vacant, Creative Arts
	Elizabeth Harrington, Articulation Officer		Vacant, Life Science
✓	Lynn Iwamoto, Chairperson/Physical Science		Vacant, Nursing
	LaRon Johnson, Student Services		Vacant, Physical Education
	Tom Logan, Social Science		Vacant, Student Representative
✓	Laura Mock, CurricUNET Specialist		

Meeting Chaired by: Lynn Iwamoto

Notes Submitted by: Lynn Iwamoto/Elizabeth Harrington

Agenda Item	Discussion / Comments	Action																														
Approval of Notes: 5/19/10	Corrections noted: Agenda Item Discussion, Line #5, replace “The Curriculum Advisory Committee is being asked to” with “The Administration is asking the Curriculum Advisory Committee to” and, Line #12, delete “Pending change in contract.”.	Motion to approve with corrections: Paola Seconded: Tom R. Motion approved with corrections.																														
Consent Agenda	<p>Consent Agenda courses are proposed for deletion.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">ADMJ 150.1</td> <td style="width: 33%;">HOSP 54</td> <td style="width: 33%;">PERS 220.2</td> </tr> <tr> <td>ADMJ 150.2</td> <td>HUMS 55</td> <td>PERS 230.2</td> </tr> <tr> <td>ADMJ 150.3</td> <td>LIBR 72</td> <td>PERS 60</td> </tr> <tr> <td>ADMJ 150.4</td> <td>PERS 210</td> <td>PERS 61A</td> </tr> <tr> <td>ADMJ 150.5</td> <td>PERS 210.1</td> <td>PERS 61B</td> </tr> <tr> <td>ADMJ 150.6</td> <td>PERS 210.2</td> <td>PERS 61C</td> </tr> <tr> <td>ADMJ 150.7</td> <td>PERS 210.3</td> <td>PERS 61D</td> </tr> <tr> <td>AUTO 200</td> <td>PERS 210.4</td> <td>PERS 401</td> </tr> <tr> <td>AUTO 281</td> <td>PERS 210.5</td> <td></td> </tr> <tr> <td>ENGL 100</td> <td>PERS 220.1</td> <td></td> </tr> </table>	ADMJ 150.1	HOSP 54	PERS 220.2	ADMJ 150.2	HUMS 55	PERS 230.2	ADMJ 150.3	LIBR 72	PERS 60	ADMJ 150.4	PERS 210	PERS 61A	ADMJ 150.5	PERS 210.1	PERS 61B	ADMJ 150.6	PERS 210.2	PERS 61C	ADMJ 150.7	PERS 210.3	PERS 61D	AUTO 200	PERS 210.4	PERS 401	AUTO 281	PERS 210.5		ENGL 100	PERS 220.1		<p>Motion to approve Consent Agenda: Bill Seconded: Richard Motion approved.</p>
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BUSC 108C	<p>BUSC 108C (<i>Computer Skills/Typing Skills: Part 1</i>) is being updated as part of Program Review and to appropriately designate course advisories. The course outlines submitted for BUSC 108C-108J are all written the same. Each course outline needs to show it as a unique course within the series and to show a progression of different topics. Additionally, the course objectives need to be measurable and the methods of evaluation must be specific. The committee discussed other possible approaches to presenting the course information and skills building. This course is tabled pending necessary revisions.</p> <p>Corrections noted: Course Revision Form, Item D, replace “Reason for wording change ...” with “To appropriately designate course advisories.” and delete comment box. Course Data Sheet, Item #4, add check marks to AA/AS “Elective” box and to Certificate “Elective” box (<i>applies to BUSC 108C only</i>). Course Outline, Item #14, delete comment boxes; Item #17, Line #2, delete “of 25 ½ hours in the lab” and delete comment boxes.</p>	Tabled.
BUSC 108D	Consideration of BUSC 108D (<i>Computer Skills/Typing Skills: Part 2</i>) is tabled pending necessary revisions as listed in BUSC 108C above.	Tabled.
BUSC 108E	Consideration of BUSC 108E (<i>Computer Skills/Typing Skills: Part 3</i>) is tabled pending necessary revisions as described in BUSC 108C above.	Tabled.
BUSC 108F	Consideration of BUSC 108F (<i>Computer Skills/Typing Skills: Part 4</i>) is tabled pending necessary revisions as described in BUSC 108C above.	Tabled.
BUSC 108G	Consideration of BUSC 108G (<i>Computer Skills/Typing Skills: Part 5</i>) is tabled pending necessary revisions as described in BUSC 108C above.	Tabled.
BUSC 108H	Consideration of BUSC 108H (<i>Computer Skills/Typing Skills: Part 6</i>) is tabled pending necessary revisions as described in BUSC 108C above.	Tabled.
BUSC 108I	Consideration of BUSC 108I (<i>Computer Skills/Typing Skills: Part 7</i>) is tabled pending necessary revisions as described in BUSC 108C above.	Tabled.

BUSC 108J	Consideration of BUSC 108J (<i>Computer Skills/Typing Skills: Part 8</i>) is tabled pending necessary revisions as described in BUSC 108C above.	Tabled.
BUSC 109	<p>BUSC 109 (<i>Keyboarding for computers</i>) is being updated as part of Program Review.</p> <p>Corrections noted: Course Data Sheet, Item #4, add check marks to “AA/AS” box and to the AA/AS “Elective” box and delete the comment box. Course Outline, Item #14, Objective #3, replace “Improve proofreading and editing skills” with “Proofread and edit skills”; and, Item #16, add representative textbook and delete comment box.</p>	<p>Motion to approve with corrections: Richard Seconded: Bill</p> <p>Motion approved with corrections.</p> <p>Lynn will add representative textbook.</p>
BUSC 110A	<p>BUSC 110A (<i>Introductory Typing I</i>) is being updated as part of Program Review.</p> <p>Corrections noted: Course Outline, Item #14, Objective #3, replace “Proofread carefully and ...” with ”Proofread and edit.” and delete Objective Item #4; Item #15, delete Line #2 and delete comment box; and, Item #16, add publication date of textbook. Basic Skill Advisories: Content Review Form, delete response #4 and renumber #5 as #4.</p>	<p>Motion to approve with corrections: Bill Seconded: Tom R.</p> <p>Motion approved with corrections.</p> <p>Lynn will add publication date.</p>
BUSC 110B	<p>BUSC 110A (<i>Introductory Typing II</i>) is being updated as part of Program Review.</p> <p>Corrections noted: Course Outline, Item #15, delete Line #2 and delete comment box; Item #16, add publication date of textbook; and, Item #17, Evaluation Method #1, replace with “Completed lessons”, Evaluation Method #2, replace with “Gross words a minute (gwam) with error count”, Evaluation Method #3, replace with “Typing and word processing skills”, Evaluation Method #4, replace with “Comprehensive exams”. Basic Skill Advisories: Content Review Form, delete response #4 and renumber #5 as #4.</p>	<p>Motion to approve with corrections: Paola Seconded: Richard</p> <p>Motion approved with corrections.</p> <p>Lynn will add publication date.</p>

BUSC 110C	<p>BUSC 110C (<i>Introductory Typing III</i>) is being updated as part of Program Review.</p> <p>Corrections noted: Course Outline, Item #1, delete comment box; Item #13a, replace “personal-business letters” with “personal/business letters” and delete comment boxes; Item #15, Line #2, delete comment box; Item #15, delete Line #2 and delete comment box; Item #16, add publication date of textbook; and, Item #17, Evaluation Method #1, replace with “Completed lessons”, Evaluation Method #2, replace with “Gross words a minute (gwam) with error count”, Evaluation Method #3, replace with “Typing and word processing skills”, Evaluation Method #4, replace with “Comprehensive exams”.</p> <p>Basic Skill Advisories: Content Review Form, delete response #4 and renumber #5 as #4.</p>	<p>Motion to approve with corrections: Richard Seconed: Paola</p> <p>Motion approved with corrections.</p> <p>Lynn will add publication date.</p>
BUSC 117A	<p>BUSC 117A (<i>Business Machine Calculations I</i>) is being updated as part of Program Review.</p> <p>Corrections noted: Course Outline, Item #13a, delete Content Item #1 and renumber the remaining Contents Items #1-#10; and, Item #14, delete comment box.</p>	<p>Motion to approve with corrections: Richard Seconed: Bill</p> <p>Motion approved with corrections.</p>
BUSC 117B	<p>BUSC 117B (<i>Business Machine Calculations II</i>) is being updated as part of Program Review.</p> <p>Corrections noted: Course Revision Form, Item D, replace “Reason for wording change ...” with “To appropriately designate course advisories.” and delete comment box. Course Outline, Item #14, delete comment box.</p>	<p>Motion to approve with corrections: Paola Seconed: Bill</p> <p>Motion approved with corrections.</p>
REAL 56	<p>REAL 56 (<i>Real Estate Property Management</i>) is being updated to include the option of teaching this course in the Distance Education format.</p> <p>Corrections noted: Course Revision Form, Item D, replace “ncreased” with “increased” and delete the comment box. Course Outline, Item #13b, Line #5, replace “you may have dealings with” with “encountered” and delete comment box.</p>	<p>Motion to approve with corrections: Paola Seconed: Tom R.</p> <p>Motion approved with corrections.</p>

REAL 56 (continued)	<p>Course Prerequisite/Corequisite: Content Review Form, Distance education Form, Item #3, delete comment box; Item #4, replace with “This course has never been offered online” and delete comment box; Item #5, delete sentence #1, and revise sentence #2 to read, “The course will incorporate threaded discussions monitored by the teacher on key concepts and terms.”; Item #8, replace “English Center” with “English and Study Skills Center”; and, Item #10, replace “completing assignments that are excellent determinants of their topic understanding” with “completing other written assignments.”</p> <p>Basic Skill Advisories: Content Review Form, response #4 add period (.) to end of line.</p>	
BUSC 118	Due to time constraints, BUSC 118 (<i>Records Management</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 119A	Due to time constraints, BUSC 119A (<i>Introduction to Spreadsheets: Microsoft Excel I</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 120	Due to time constraints, BUSC 120 (<i>Presentation Management With Microsoft PowerPoint</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 121	Due to time constraints, BUSC 121 (<i>Accessing Business Information via the World Wide Web</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 122	Due to time constraints, BUSC 122 (<i>Microsoft Windows</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 123	Due to time constraints, BUSC 123 (<i>Business Desktop Publishing</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 124	Due to time constraints, BUSC 124 (<i>Quicken</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 124	Due to time constraints, BUSC 124 (<i>Quickbooks</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 120	Due to time constraints, BUSC 120 (<i>Microsoft Outlook</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 131A	Due to time constraints, BUSC 131A (<i>Image Processing for Business: Adobe Photoshop</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.

BUSC 131B	Due to time constraints, BUSC 131B (<i>Image Processing for Business: Adobe Photoshop Elements</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 131C	Due to time constraints, BUSC 131C (<i>Image Processing for Business: Microsoft Digital Image Suite</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 131D	Due to time constraints, BUSC 131D (<i>Image Processing for Business: Ulead PhotoImpact</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 132	Due to time constraints, BUSC 132 (<i>Web Publishing Using MS Front Page</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 133	Due to time constraints, BUSC 132 (<i>Introduction to Microsoft Access</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 135	Due to time constraints, BUSC 132 (<i>E-Commerce Using Online Auctions</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
BUSC 136	Due to time constraints, BUSC 136 (<i>Essential Computer Skills</i>) is continued to the next committee meeting.	Discussion of this course is postponed until the next committee meeting.
Next meeting: June 2, 2010, LTC 232		